

Welcome to Print and Mail Services FTP Site for general file transfer.

The following site is for transferring files to Print and Mail Services using an FTP Site. First start by typing the web address **ftp://ftp2.state.mt.us** in your Internet Explorer address bar like the following figure.

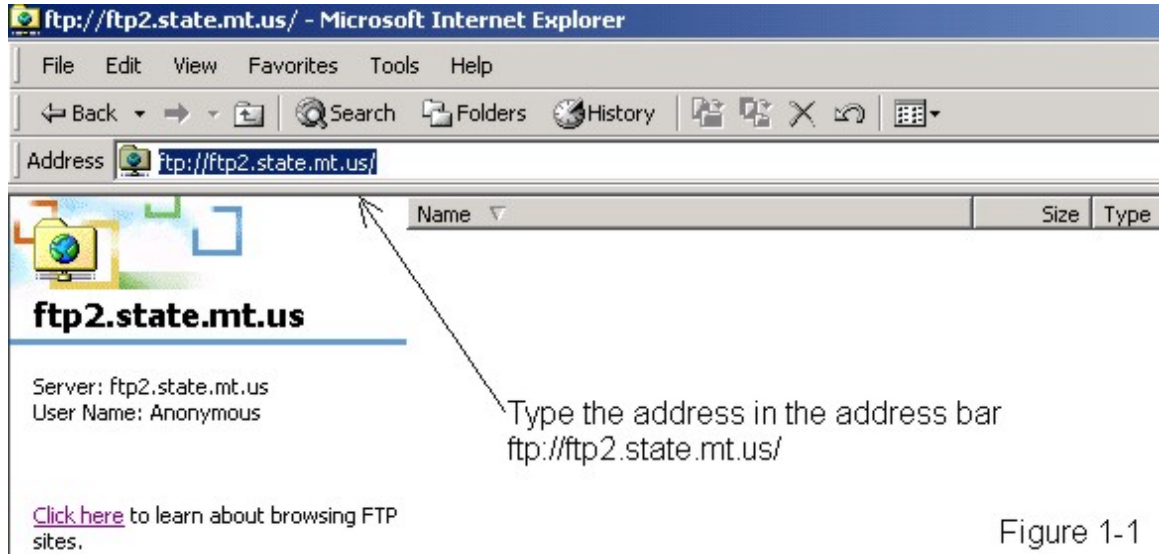


Figure 1-1

Once the site is typed in and you hit enter, a login screen will prompt for a user name and password. The user name will be **ftp52** and the password will be **print** as below.

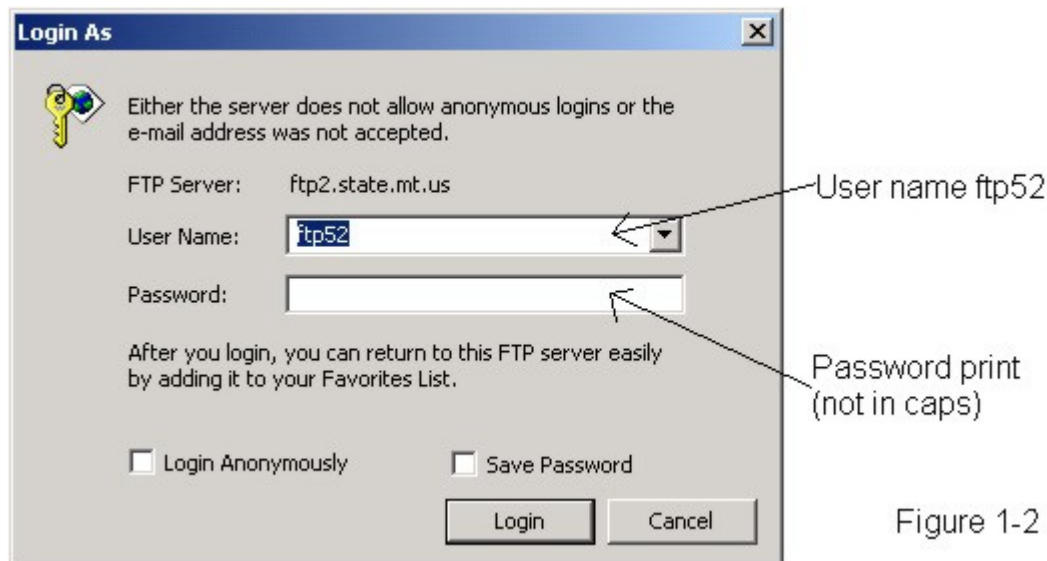


Figure 1-2

After the user name and password are entered press **enter** or click on the **login** button.

Before saving any files to the site we ask that a valid name be given to the document or files that will be copied and pasted or dragged and dropped.

NOTICE: DON'T REMOVE THE FILE EXTENSION (.doc, .pdf, .wpd, etc.) WHEN RENAMING THE FILE.

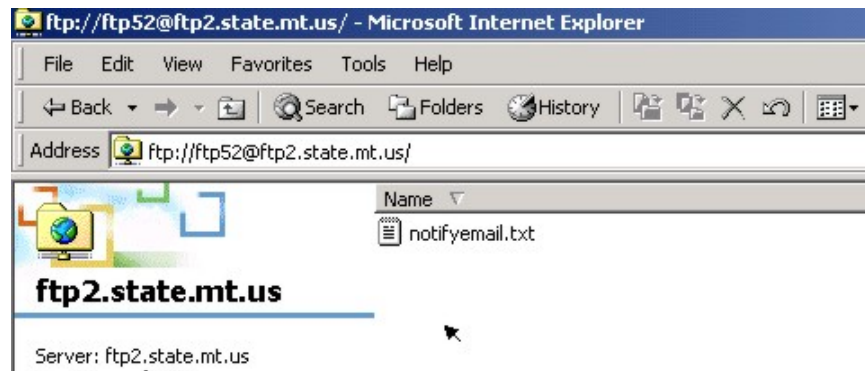
Example: {DPHHS_chipchatbrochure.doc}. If there is more than one document or file to be sent, put all related files in a folder with the same naming method for the folder. Example: {DPHHS_chipchatfiles}, then all the files in that folder have the same naming convention for a better understanding of what each document does and which project it correlates to. Keep in mind that document names such as *letter1* or *pic12* are too plain and will need clearer description for a better understanding of what each document does or has for each project. Abbreviate words and agency names when possible.

Creating a new folder

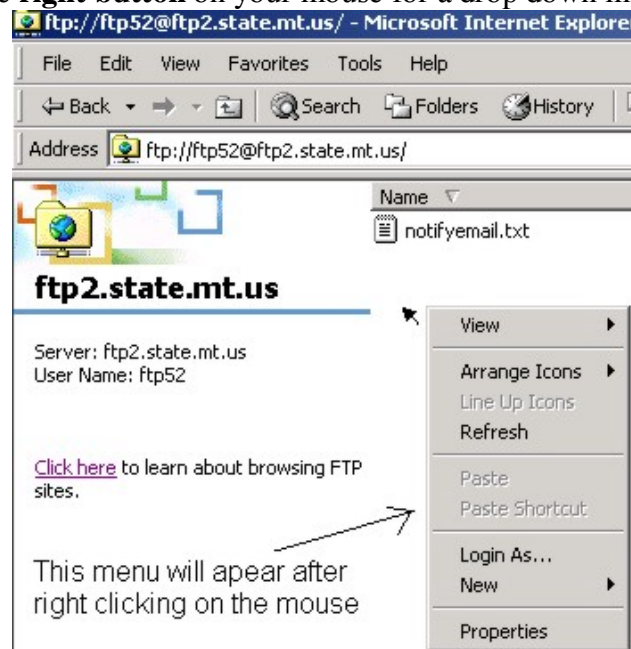
[Copy and Paste](#)

[Drag and Drop](#)

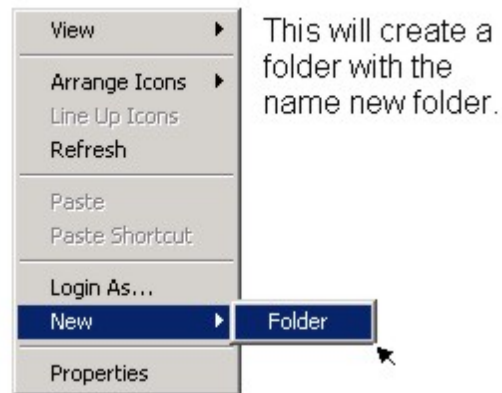
1. First set your cursor anywhere in the white area of the FTP site folder or window.



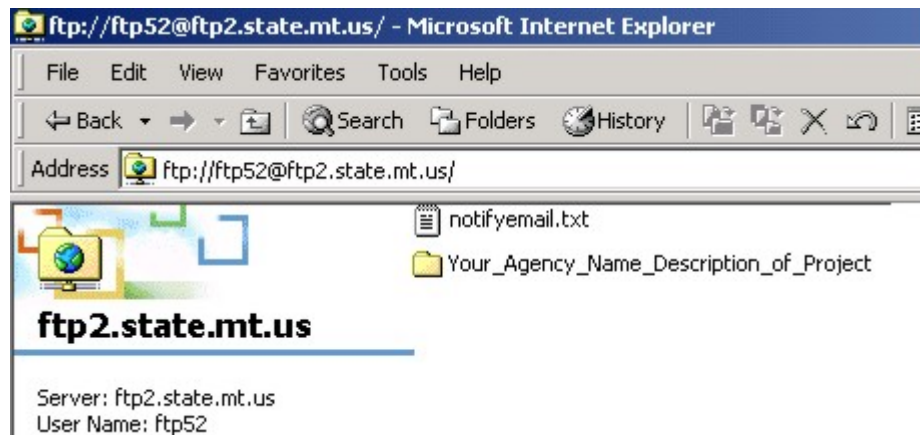
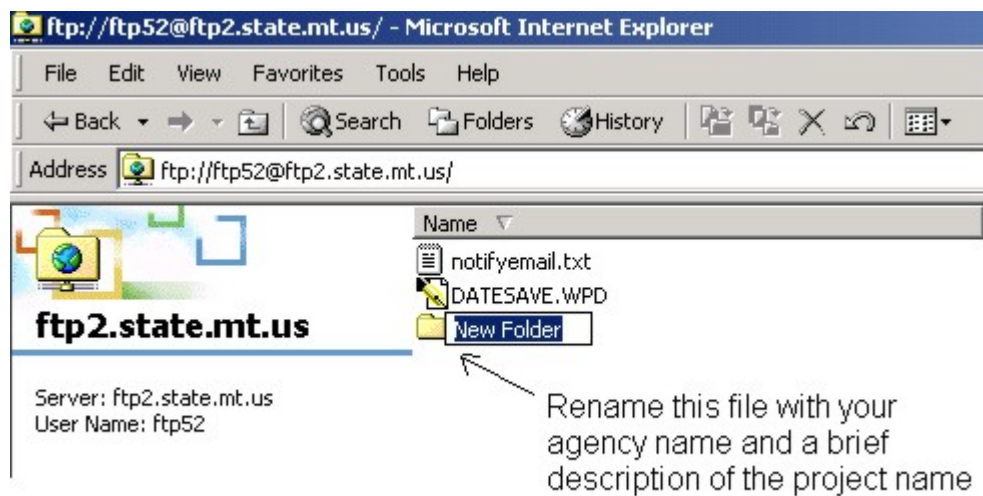
2. Then press the **right button** on your mouse for a drop down menu to appear.



3. Move down to the **New** selection and select **Folder**.



4. Next rename the folder with the correct **agency name** and brief **description of the project name**.



5. After the folder is named, your agency files can be transferred to that folder using **copy and paste** or **drag and drop**.

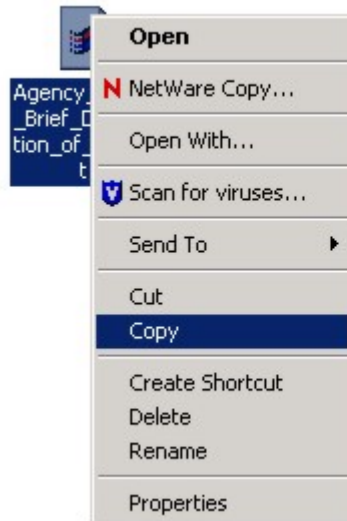
Copy and Paste

[Click here to learn how to create a folder.](#)

1. Select the file you are sending to the FTP site.

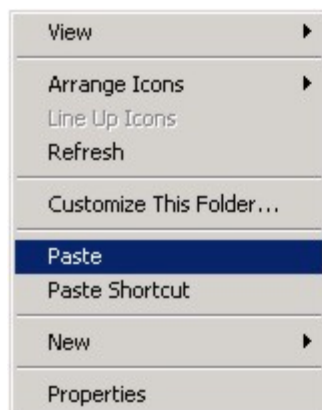


2. After the file is selected right click on the mouse to open a drop down menu and select copy.



This copies the currently selected file.

3. After the file is copied and the FTP site is open, open the folder you created and right click any blank area in that folder.



This will paste the file you copied into the FTP site

Drag and Drop

[Click here to learn how to create a folder.](#)

1. The drag and drop method is fast, but you will have to be careful of where you drop the file or document you are transferring to the FTP site.

NOTICE: Make sure your FTP window is open. If you created a folder, have that folder open before the drag and drop procedure. This means that you must have both the window with your document and the window with the FTP site open and visible at the same time on screen.

2. First select the file you wish to transfer by clicking on it.



3. After selecting the file hold down the left mouse button while your cursor is on the file and drag the file into the folder you created.

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